

**MEMORANDUM OF UNDERSTANDING
CALIFORNIA/AIRS AIR QUALITY SUBSYSTEM PROGRAM**

Participants

EPA Region IX
EPA Office of Air Quality Planning and Standards (OAQPS)
California Air Resources Board (ARB)
Individual California Air District

Purpose

The Aerometric Information Retrieval System (AIRS) is designed for use as a program management tool, and therefore, is capable of storing data on a wide variety of air quality issues. Its primary function is to serve as a means of facilitating federal reporting requirements by states and districts which would otherwise have no means of electronic data submittal. EPA Region IX, ARB, and the Districts have exchanged data previously by means of hard copy, diskette, magnetic tape, and electronic submittal.

The purpose of this Memorandum of Understanding (MOU) is to specify the responsibilities and interfaces between the participants for direct District submittal of ambient aerometric data to the Air Quality Subsystem (AQS) of AIRS and to define the use of AIRS/AQS by the local District for timely submittal, access, and review of air quality and meteorological data; to provide the District with the necessary avenues to export data to EPA in final AIRS/AQS format; and to ensure that the District corrects or deletes data on the AIRS/AQS database based on Air Quality Data Action (AQDA) resolutions or other mutually agreed upon data corrections or deletions.

Scope

All subsystems of AIRS are available for direct on-line use by the state and all Districts. Subsystems that are available are:

Air Quality Subsystem (AQS)
AIRS Facility Subsystem (AFS Compliance/Emissions)
Area/Mobile Source Subsystem (AMS)
Permitting Enhancements to AFS Compliance

Aerometric data includes air quality, precision and accuracy, site, and meteorological data.

The official California database shall be ARB's Aerometric Data and Management (ADAM) database. Each time the district uploads an AQS data file into AIRS, the EPA

will copy that file to a holding file that the ARB can download. That file will then be used to update the independent ARB ADAM database.

The requirements of this MOU shall not in any way supersede the existing responsibilities of the participants to monitor, process, perform QC or QA, submit data, maintain databases, and upgrade databases, and will be guided by reporting requirements of the Federal Clean Air Act of 1990 including:

Annual Section 105 Grant commitments
Annual reporting requirements -
ambient data - 40 CFR 58, Subpart D, 58.35

Submittal Timeliness

The District shall be responsible for meeting EPA timeliness requirements.

Data shall be considered submitted to the ARB by the District at the time the AIRS update is run.

The District will correct or delete data from the AIRS/AQS database within 45 days of final AQDA resolution.

Time frame

Each District will be phased into online processing based on the signed agreement to this document by all parties and the demonstrated ability to connect to and use AIRS.

Direct access to AIRS should begin after the District has installed equipment and connectivity described in the individual MOU's, completed training, obtained appropriate user ID and security access, and completed the checklist of items from the ARB's Air Quality Data Review Section (Attachment A).

Equipment

Each agency pursuing on-line access to AIRS must have at least a 9600 baud modem and the capability for IBM 3270 terminal emulation. Agencies are expected to assume responsibility for general maintenance of equipment.

Timeshare

Timeshare costs for access, on-line processing, and report generation shall be paid by EPA. Other costs (i.e., printing/mailling reports from the National Computer Center [NCC] or Region IX) may be negotiated separately. State and District users shall be responsible for all local telephone charges.

Management

The ARB and the District shall each designate a project manager responsible for activities within that agency and inform other participants of this designation. Each designated project manager shall request, and receive from Region IX, the necessary security profile and NCC user identification (ID). Region IX has identified Jim Forrest as the project manager for AQS.

Data Handling

The District shall be responsible for maintaining site and monitor information owned by their screening file(s).

The District shall be responsible for loading data into its screening files, processing through all levels of review, and notifying OAQPS.

The ARB shall be responsible for transferring directly submitted data into California's database.

Any data changes or corrections mutually agreed upon by the District and the ARB (i.e., AQDA or data review resolutions), shall be processed within 45 days of the final resolution of the AQDAs or other mutually agreed upon data correction or deletions. The District shall inform the ARB's Quality Assurance Section upon completion of agreed data corrections or deletions. Districts may request that the ARB submit the data corrections or deletions on AIRS.

Program Files

OAQPS shall establish at least one screening file for the District. The District shall be the registered owner and shall have read/update screening file access authority.

OAQPS shall create and maintain an inventory file with which to notify ARB of updated transactions; shall create a specific holding file (dataset) and download all screening file transactions that include California and Baja Mexico data contained in a given update cycle to it; and upon completion of the downloading process, shall send a message via TSO to specified ARB AIRS users that indicates update activity.

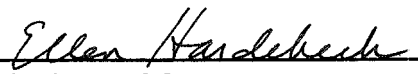
ARB shall, using the specific holding file (dataset) as input, upload the results to the ARB data base. After transferring the transactions to a State of California computer, the ARB shall delete the transferred transactions from the holding file (dataset).

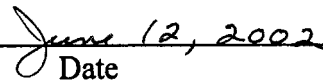
Duration and Termination

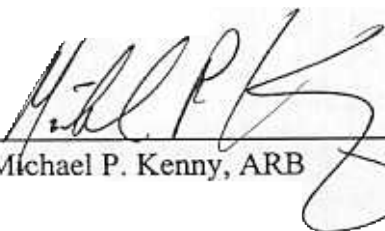
Following the initial test period, the MOU shall be in effect continuously.

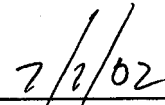
The District's update rights shall be canceled by OAQPS and the District shall stop submitting data directly to AIRS upon a determination by the ARB's Executive Officer, in consultation with EPA Region IX and the District, that the District is submitting poor quality data or is failing to make data corrections or changes requested by the ARB. The District shall then be responsible for submitting data to the ARB with sufficient timeliness to meet the EPA's submittal guidelines, as determined by the ARB.

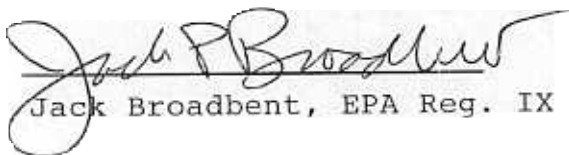
Any participating party shall have the authority to cancel the MOU by providing 30 days written notice.

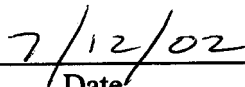

District APCO

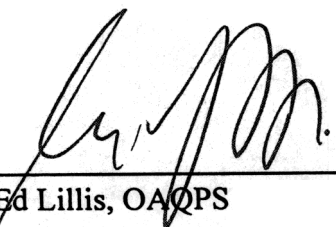

Date


Michael P. Kenny, ARB


Date


Jack Broadbent, EPA Reg. IX


Date


Ed Lillis, OAQPS


Date

Attachment A

These are points of agreement needed between the ARB's Air Quality Data Review Section (AQDRS) and the district before AIRS monitor ownership is transferred to the district.

- 1 The district is ready to initiate data submittals to AIRS/AQS.
 - a. Key district staff have successfully completed the appropriate AIRS training.
 - b. The district possesses the AIRS manuals needed to properly code site, monitor, and observation data.
 - c. The district has determined what specific changes to the AIRS site and monitor files will be needed to successfully load into AIRS all of the data the district intends to submit to AIRS.
 - d. The district has demonstrated an ability to generate some of its data in an AIRS format and data structure. This includes daily data, as well as hourly data, if the district will be submitting daily data to AIRS.

The district has established a data communication link with AIRS. The district has at least one active AIRS user ID and has transmitted data to NCC using its communication link.
2. The district has provided the ARB's AQDRS staff with a listing of the sites and monitors for which the district will be submitting data to AIRS/AQS. The list needs to include appropriate header keys in AIRS/AQS form for each monitor.
- 3 The district has provided the ARB's AQDRS with the name, phone number, and office hours of a contact person who has the authority to make decisions about the data.
4. The district accepts responsibility to assign appropriate AIRS/AQS coding for district run sites.
5. The district agrees to continue to provide the ARB's Monitoring and Laboratory Division with completed site/monitor information at the same time as or before the data are sent to AIRS.
6. The district agrees to update AIRS/AQS in a timely manner with results of ARB final AODAs within 45 days.

7. The district agrees to always use its screening files to make changes to its data and site/monitor information. This assures that the ARB's AQDRS will receive the information needed to properly maintain the ARB database, ADAM.
8. The district agrees to submit data in a timely manner consistent with the reporting requirements of the Code of Federal Regulations, Title 40, Part 58 (40CFR58).
9. The district has signed the AQS MOU.
10. The district agrees to allow the AQDRS to have update rights to the district's AIRS/AQS screening files. This will allow the AQDRS staff to assist the district in making mutually agreed upon changes to the data, in processing its data into AIRS and in generating reports from AIRS if the need arises.
11. The District agrees to complete a precertification survey provided by ARB's Quality Assurance Section (QAS) prior to submitting data for a pollutant or a monitoring technique not previously monitored by the District (i.e., ozone, PM2.5, Dichot, meteorology, visibility, etc.). The survey intends to ensure the district is meeting all monitoring and, where appropriate, laboratory analysis criteria established by the U.S.EPA prior to submitting data to AIRS/AQS. Once QAS and the District have agreed upon all action items resulting from the survey, the District will be notified by AQDRS and may commence submitting the data in question to AIRS.

For the upcoming PM2.5 monitoring, QAS will provide the survey to the District with sufficient time to meet the U.S. EPA's timeframe. Should the resolution of any action item extend beyond the U.S. EPA's timeframe, the District agrees not to submit the data in question to AIRS until all action items are resolved.